

## **The Site Visit Programmatic Questions**

Cradle of Hope – 9/27/15

### **1. Update Report**

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs? The report and update counts are exceptional and stable.

### **2. Work Plan**

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?  
No plans to change the work plan for the remainder of the grant.

### **3. Fiscal Review**

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed. Financial Reconciliation has not taken place at this time but will occur in 2015-16.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.  
Not applicable.

### **4. Grant Closeout Form**

- You will have an opportunity to review a draft of your Grant Closeout Form.  
The Close out form was discussed.

### **5. 2014-16 Evaluation** (availability of items below depend on date of site visit)

- Your 2014 Evaluation Report Summary will be discussed.

- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed. The Evaluation Plan was discussed. The final Evaluation Plan will be submitted by COH soon. The grantee is waiting to receive the final draft from their contractors. They will be evaluating their outreach efforts among the counties that they are not yet able to offer their services.

**6. Positive Alternatives website**

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions

**7. Provide Updates**

- Have you made any changes to your application Face Sheet data?  
Updates were noted.
- Do you want to revise your website posting?  
Updates for the MDH PA website were discussed and Nancy will send the corrected posting to the grant manager for updating.

**8. Issues specific to this grantee**

**This grantee has experienced some change over in staffing and future plans for staffing may be changing based on a study their board of directors contracted. When new staff is hired the grant manager will conduct a visit and training for the PA grant.**

**9. Tour of Facility**

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area.

**This grantee has space within an insurance agency that works well for administering their program.**

**10. How can MDH be more supportive of your program?**

**This grantee would like more help and assistance in planning and executing their evaluation plan. They also suggested that the Budget Summary Sheet have the date added on the form.**

**11. Other?**

**Cradle of Hope has been a PA grantee since the beginning of the grant and the funding has greatly increased their ability to provide material and housing assistance to marginalized women in unplanned pregnancies. They are the only statewide PA grantee that provides pack n plays and housing assistance and service to over 300 agencies and centers statewide.**